
ORGANIZATION: City of Newport
DEPARTMENT: Parks and Recreation

LOCATION: Newport, Oregon
DATE: October 2015

JOB TITLE: Instructor

**Non-Exempt
Range R4**

PURPOSE OF POSITION:

Implement our learn to swim program, provide water safety instruction, and/or instruct patrons in an exercise program, for youth and adults, Plan, organize, and teach pool patrons swimming, water safety and water exercise classes.

ESSENTIAL JOB FUNCTIONS AND EXAMPLES OF DUTIES PERFORMED:

Evaluate and determine abilities.

Teach skills using a facility approved instruction curriculum.

Continue on-going assessment of patron progress.

Communicate with patron, (or parents) concerning progress or concerns, areas for improvement, means to achieve goals, etc.

Maintain written records of patron's development and progress, provide feedback and be available for discussing any concerns or ideas.

Develop and maintain a positive working relationship with colleagues, supervisors, clients and others.

Perform other duties as assigned.

JOB QUALIFICATION REQUIREMENTS:

MINIMUM/MANDATORY EDUCATION AND EXPERIENCE REQUIREMENTS:

A high school diploma or equivalency AND one year related experience, which can include, taking courses through the facility swim lesson management program, (Starfish Academy) attending workshops, and certification programs, taking advantage of in-house trainings.

Any equivalent combination of education and experience which provides the applicant with the knowledge, skills, and abilities required to perform the duties as described.

KNOWLEDGE: Knowledge of supplies, materials and equipment, basic rules and skills involved in a variety of aquatic programs. Knowledge of swimming techniques, water exercise techniques, in overseeing various aquatic and other recreational activities. Knowledge of the philosophy, and objectives of the recreation profession, and the purpose, use, and benefit of various elements of specific programs.

SKILLS: Skill in the use of swim instructional aids, personal computers, various related software programs, standard office equipment, and swimming pool equipment.

ABILITIES: Ability to establish and maintain an effective working relationship with Supervisors, City management, employees, Council members, other entities, and the general public. Ability to communicate effectively, both orally and in writing, with individual and groups. Ability to assess the needs and communication style of different individuals; including children, adults and those with special needs, and effectively communicate information to these varied individuals. Ability to honor the confidentiality required of this position. Physical ability to perform the essential job functions.

SPECIAL REQUIREMENTS:

CPR/First Aid

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to lift, sit, stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility including the ability to frequently lift or move materials up to 25 pounds, infrequently lift up to 50 pounds, and rarely lift or move materials more than 100 pounds. Manual dexterity and coordination are required to operate equipment such as Swim instructional aids, computers, keyboards, telephones, standard office equipment, and recreational equipment. The position requires the mobility to interact with and use parks and recreation equipment. The position risks harm from physical hazards, including chemicals, fumes, wet and slippery surfaces, and swimming pools.

WORKING CONDITIONS/WORK ENVIRONMENT:

Work location is primarily indoors where most of work period occurs in a recreational/swimming pool setting.

SUPERVISION RECEIVED:

Work is performed under the general direction of the Aquatics Supervisor.

SIGNATURES:

This document has been reviewed between the Supervisor and the Incumbent. I understand that this document is intended to describe the most significant essential and auxiliary duties performed by the job/position for illustration purposes, but does not include other occasional work, which may be similar, related to, or a logical assignment for the position. This job/position description does NOT constitute an employment agreement between the employer and employee, and is subject to change by the employer as the organizational needs and requirements of the job change.

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|--------------------------|-------------------------------|---------------|
| _____ Incumbent Name | _____ Incumbent Signature | _____ Date |
| _____ Supervisor Name | _____ Supervisor Signature | _____ Date |

Date Revised: October 2015

*Approved by: _____
City Manager*